

DEPARTMENT OF THE ARMY

Vacancy Announcement Number: GEU401405

Opening Date: June 18, 2004

Cut off Date: July 19, 2004

Position: Legal Assistant (OA), GS-0986-5

Salary: \$27,597.00 - \$35,881.00 Annual

Place of Work: U.S. Army Engineer District, Baltimore, Office of Counsel

Duty Station: Baltimore, MD

Position Status: This is a permanent position -- Full Time

Number of Vacancies: Multi

Duties: The incumbent serves as legal assistant to the District Counsel and staff attorneys. Actively contributes in management of the Office of Counsel by initiating and performing a variety of administrative and clerical assignments. Based on an in-depth working knowledge of the Office of Counsel functions, works independently on assigned duties in accordance with established policies and procedures. This position requires knowledge of general office automation software, general office equipment, practices and procedures, and the skill of a fully qualified typist. These responsibilities include: Office Automation - Produces a variety of legal materials (e.g. correspondence, reports, studies, memoranda. etc.) using word processing software. Receives telephone calls and greets visitors. Litigation Support - Assists attorneys in preparation of motions, interrogatories, briefs, Rule 4 assemblies, litigation reports, etc., working closely with other staff components in compiling data.

Who May Apply:

- THIS IS A DELEGATED EXAMINING ANNOUNCEMENT, OPEN TO ALL US CITIZENS. APPLICATIONS MAY BE FAXED TO 410-306-1284/0106 OR MAILED TO NECPOC, 314 JOHNSON ST., APG, MD 21005, ATTN: DEU. RESUMES MUST INCLUDE THE ANNOUNCEMENT NUMBER OR THEY WILL NOT BE CONSIDERED. DO NOT INCLUDE E-MAIL ATTACHMENTS.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications:

(1) This position requires the skill of a qualified typist. If applying, you must be able to type a minimum of 40 words per minute, and document this in your resume/application. (2) Please click on the General Schedule button and review the entire qualification standard for this position. (3) SPECIALIZED EXPERIENCE: One

year of specialized experience equivalent to the GS-04 grade level in the Federal Service is required. Experience that has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to perform successfully the duties of the position and that are typically in or related to a variety of clerical, administrative and office automation duties to include supporting legal office functions, record maintenance, preparing/receiving/reviewing general and legal correspondence using proper format, grammar, punctuation and spelling; knowledge of legal processes and processing legal documents to include finalizing and assembling litigation reports.

Other Information:

- Multiple positions will be filled from this announcement.
- Permanent Change of Station (PCS) expenses are not authorized.

Other Requirements:

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- Documentation to support Military Spouse Preference needs to be submitted at time of application.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.
- You must include the announcement number on your application.
- You may claim Military Spouse Preference.
- Applicants claiming Veterans' Preference must submit required paperwork at the time of application.
- Applicants must provide a narrative that addresses each of the knowledge, skills and abilities (KSAs) on plain bond paper and submit it along with the other application materials. Information may include experience, education, training and awards as it relates to each KSA. Since you will be rated based on your possession of the KSAs listed in this announcement and a ranking determination made which affects your chance for employment, it would benefit you to provide your responses to the KSAs.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply:

- Resumes must be received by the closing date of this announcement.
- You may send your resume via surface mail to: Northeast CPOC, DEU STAFF, 314 Johnson St, APG, MD 21005

- You may fax your resume to: 410-306-1284/0106

Point of Contact: DEU Staff, Northeast CPOC, 410-306-0031

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.